

INSTRUCTIONS

Read all forms and instructions before starting. Fill out forms by printing in blue ink or typing. Do not fill in un-numbered blanks on forms.

Notaries: Some forms must be signed in front of a notary. Notaries are at most banks or listed in the Yellow Pages. The person signing must bring photo ID. Notaries usually charge a fee.

Filing Fee: To find the fee to file court papers, see the Self-Help Center packet *Superior Court Filing Fees* or call the Clerk's Office at 928-779-6535. The Clerk's Office accepts only cash, money orders, and cashier's checks payable to "Clerk of Superior Court". If you can't afford the fee, see the Self-Help Center packet *Filing Fee Deferral at the Start of Your Case*.

Filing Forms with the Court: Take or mail forms to be filed to the Clerk of Superior Court, 200 N. San Francisco St., Flagstaff, AZ 86001. Submit the original, one copy for yourself, and one copy for each person you must give a copy to, if any. The Clerk will stamp your copies with the filing date and return them to you. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the copies.

STEP 1: FILL OUT THE PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT

See the INSTRUCTIONS: PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT and ARIZONA CHILD SUPPORT GUIDELINES in this packet.

STEP 2: FIND THE DIFFERENCE BETWEEN THE CURRENT SUPPORT AND THE NEW SUPPORT

Use this formula to find the percent change between the current child support amount (on the current Child Support Order) and the new child support amount (line 31 on the Parent's Worksheet you filled out in Step 1).

1a. If the current support amount is more than the new support amount:

	Current support amount:	_____
MINUS	New support amount:	_____
EQUALS	Difference:	_____

1b. If the current support amount is less than the new support amount:

	New support amount:	_____
MINUS	Current support amount:	_____
EQUALS	Difference:	_____

2.	Difference:	_____
DIVIDED BY	Current support amount:	_____
EQUALS	Change:	_____
MULTIPLIED BY	100:	X100
EQUALS	Percent change:	_____

You can use this packet only if the percent change is 15% or greater.

STEP 3: FILL OUT THE REQUEST TO MODIFY CHILD SUPPORT

- (1) Enter your name; street address; city, state, and zip; and phone number.
- (2) Enter Petitioner's name and birthdate as they appear on the Child Support Order.
- (3) Enter Respondent's name and birthdate as they appear on the Child Support Order.
- (4) Enter the case number as it appears on the Child Support Order.
- (5) Enter your ATLAS number.
- (6) Enter your name. Check the box indicating whether you are the obligor (person paying support) or obligee (person receiving support).
- (7) Enter the date when the judge or commissioner signed the Child Support Order. Enter the name of the judge or commissioner who signed the Child Support Order. Enter the name of the person paying child support. Enter the current monthly child support amount
- (8) Enter the amount from line 31 of your Parent's Worksheet for Child Support.
- (9)
 - (a) If the current support amount is more than the new support amount, subtract the new amount from the current amount, and enter the difference. If the current amount is less than the new amount, subtract the current amount from the new amount, and enter the difference.
 - (b) Enter the current child support amount.
 - (c) Divide (a) by (b) and enter the result.
(For example, the current child support is \$225. The Parent's Worksheet calculation result is \$270: $\$270 - \$225 = 45 \div \$225 = 20\%$)
- (10) Check the box indicating whether the Department of Economic Security provides child support enforcement services to you or the other party.
- (11) If an Order of Assignment automatically withholds child support, enter the date of that order. If the amount withheld pays for more than the current child support, list the additional amounts.
- (12) Enter the amount from line 31 of your completed Parent's Worksheet.
- (13) Enter how you want your income tax dependency exemptions divided.
- (14) Read the Request and make sure that you understand everything in it and that everything in it is true. Sign in front of a notary.

STEP 4: FILL OUT THE CHILD SUPPORT ORDER

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter Petitioner's name and birthdate.
- (3) Enter Respondent's name and birthdate.
- (4) Enter the case number if you have one.
- (5) If you're asking the court to change child support or stop or change a wage assignment, enter your ATLAS number.
- (6) Enter the mother's name, father's name, and each child's name and birthdate.

STEP 5: FILL OUT THE ORDER OF ASSIGNMENT

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter Petitioner's name.
- (3) Enter Respondent's name.
- (4) Enter the case number if you have one.
- (5) If you're asking the court to change child support or stop or change a wage assignment, enter your ATLAS number.
- (6) Enter the name and Social Security Number of the parent who is to pay child support.

STEP 6: FILL OUT THE CURRENT EMPLOYER INFORMATION FORM

- (1) Enter the case number if you have one. If you're asking the court to change child support or stop or change a wage assignment, enter your ATLAS number. Enter the name and Social Security Number of the parent who is to pay child support.
- (2) Enter the payroll address, city, state, zip code, phone number, and fax number of the current or previous employer the Order of Assignment is going to.
- (3) Enter your name and the date.

STEP 7: FILE THE FOLLOWING WITH THE COURT

- ☐ The Request to Modify Child Support
- ☐ The new Parent's Worksheet for Child Support Amount
- ☐ The new Child Support Order
- ☐ The new Order of Assignment
- ☐ The new Current Employer Information form

There is a fee to file the Request.

STEP 8: SERVE THE FORMS ON THE OTHER PARTY

Follow the INSTRUCTIONS: SERVING COURT PAPERS ON THE OTHER PARTY in this packet to serve a copy of the following on the other party.

- ☐ The Request to Modify Child Support
- ☐ The new Parent's Worksheet for Child Support Amount

STEP 9: IF EITHER PARENT IS A CLIENT OF CHILD SUPPORT ENFORCEMENT: DELIVER COPIES TO CHILD SUPPORT ENFORCEMENT

Mail or hand-deliver a copy of each form listed above to Assistant Attorney General, Child Support Enforcement, 2323 N. Walgreen St., Ste. 100, Flagstaff, AZ 86004.

STEP 10: THE OTHER PARTY WILL NOTIFY YOU IF HE/SHE REQUESTS A HEARING

The other party can object to your Request to Modify Child Support by filing a written request for a hearing with the court and stating his/her position at the hearing. The other party must give you a copy of the request for hearing and notify you of the hearing date.

STEP 11: THE COURT WILL SEND YOU AN ORDER

The judge may do one of the following:

- ☐ Grant your Request to Modify Child Support
- ☐ Deny your Request to Modify Child Support
- ☐ Schedule a hearing to ask you and the other party questions about your case
- ☐ Make other orders the judge thinks proper

The court will send you a copy of the Order explaining the judge's decision. Read it carefully and make sure you understand everything it says.

**STEP 12: IF A HEARING IS SET:
GO TO THE HEARING**

Bring the following to the hearing.

- ☐ Your witnesses
- ☐ Three copies of your evidence
- ☐ A copy of the current Child Support Order
- ☐ A copy of the Request to Modify Child Support
- ☐ A copy of the new Parent's Worksheet for Child Support Amount
- ☐ A copy of your proof of service (Acceptance of Service; Affidavit of Service by Process Server, Sheriff, or Tribal Law Enforcement; or Affidavit of Service by Registered Mail)

See the Self-Help Center packet *Representing Yourself in Court* for general information about representing yourself at a hearing.

STEP 13: DELIVER TO THE OTHER PARTY EACH FORM THE COURT SIGNS

If you don't know the other party's whereabouts and the other party doesn't have an attorney:
Skip this step.

1. Mail or hand-deliver to the other party a copy of each form the court signs. If the other party has an attorney, deliver them to the attorney.
2. Fill Out the Affidavit of Delivery
 - (1) Enter your name; street address; city, state, and zip code; and phone number.
 - (2) Enter Petitioner's and Respondent's names and the case number as they appear on the Petition.
 - (3) Check the box indicating whether you are the Petitioner or the Respondent.
 - (4) Enter the date you delivered the forms the court signed to the other party. Enter the name of each form you delivered. Enter the address to which you mailed the forms.
 - (5) Check the box indicating whether you will mail or hand-deliver a copy of this document to the other party.
 - (6) Read the Affidavit and make sure that you understand everything in it and that everything in it is true. Sign in front of a notary.
3. File the Following with the Court
 - ☐ Affidavit of Delivery
4. Serve the Form on the Other Party

Mail or hand-deliver a copy of the form you filed to the other party on the day you file it. If the other party has an attorney, deliver it to the attorney.